

**Department Of Correction**

Official Title:     **Student Intern**

Position Type:   **Internship**

Posting ID #:   **74**

**INTERNSHIP INFORMATION**

Salary:   **Unpaid**

Number of Vacancies:   **1**

Location:   **Old Colony  
Correctional Center**

Internship Track:   **Reentry**

Hours/Schedule:  
**Flexible Business Hours**

Duration:   **Fall/Spring Semesters**

Position Description: The role of the Housing Search Specialist (HSS) is to coordinate a release plan which will promote a seamless transition back into the community and thereby increase public safety. This is done by identifying release need areas through case research and working directly with the offender. Need areas may include but are not limited to: housing, employment, substance abuse issues, medical, mental health issues, transportation, and legal issues (Probation, Parole, sex offenses). The function of the HSS is to take all the need areas that have been identified and establish, with the inmate, a reentry plan to assist in their transition to the community. The HSS may also facilitate communication with providers in the community prior to release for follow-up services. HSS role is to be the Department's contact with Housing programs in the community, to build relationships in an effort to divert shelter placements thus increasing public safety.

Responsibilities/Major Duties: Utilize Motivational Interviewing technique to counsel interview w/ inmate, Research Legal Issues and Post Release Supervision such as probation and parole matters, Obtaining Identification-Mass ID, birth record, DD-214 and Social Security card, Housing Program Basics such as touring and applying, submit applications for Mass Health ins, Coordinate Transportation including RRCs, Participate/Run in Institutional Reentry Committees & Case Conferences, Inmate Management System Documentation. The basic purpose of this work is to provide counseling and advice and to assist inmates at the correctional facilities in determining and achieving rehabilitation goals and format a reentry/release plan into the community.

Preferred Qualifications: Interviewing skills, attention to details while multitasking, time management and organizational skills, Network with external/internal agencies, such as: parole, probation, Medical & Mental health, Records, DMH, DRC, etc. Collaborate with Correction Officers/Correction Program Officers.

**HOW TO APPLY****Mail Internship Application to:****Maurice Cameron**

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**An Equal Opportunity/Affirmative Action Employer.  
Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.**